

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

Page 1

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

103 - INTERNAL AUDIT											
1.1	5484	MEDICAID AUDIT REPORTS	AC+5		AC+5	O		P	X	AC=UNTIL NHIC NO LONGER HAS CONTRACT	
1.1.002	114	AUDITS	AC+1	2	AC+3	O		O	X	SINGLE AUDIT FILES AND OTHER EXTERNAL AUDIT FILES 93-501-148; PAPER, ELECTRONIC. DATABASE IS UPDATED FREQUENTLY, PAPER IS RECORD COPY. AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.	
1.1.002	115	AUDITS - INTERNAL	AC+1	2	AC+3	O		P	X	96-501-209. AC=PUBLICATION OR RELEASE OF FINAL AUDIT FINDINGS. THE RECORD COPY OF ANY AUDIT PERFORMED BY THE STATE AUDITOR'S OFFICE IS RETAINED PERMANENTLY BY THE AGENCY.	
1.1.007	38	CORRESPONDENCE, ADMINISTRATIVE	3		3	O	R	P	X	POLICIES AND PROCEDURES	
1.1.008	117	CORRESPONDENCE-GENERAL	1		1	O		O		PAPER, ELECTRONIC; PROJECTS	
1.1.010	118	DIRECTIVES	US+1		US+1	O		P		DIVISIONAL DIRECTIVES, AUDIT PROCEDURES	
1.1.013	5489	ITINERARY INFORMATION	CE+1		CE+1	O		P			
1.1.020	792	OPEN RECORDS REQUESTS - APPROVED	AC+1		AC+1	O		P		AC=DATE REQUEST FILLED	
1.1.021	786	OPEN RECORDS REQUESTS - DENIED	AC+2		AC+2	O		P		AC=DATE OF DENIAL OF REQUEST	
1.1.057	1300	TRANSITORY INFORMATION	AC		AC	O		O		PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.	
1.1.063	119	MEETING MINUTES/NOTES - STAFF	1		1	O		P			
1.2.010	706	RECORDS DISPOSITION LOG	20		20	O		P		SEND TO RECORDS MANAGEMENT OFFICER WHEN COMPLETED	
2.1	3793	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		P			
3.1.001	1298	APPLICATION FOR EMPLOYMENT - NOT HIRED	1	1	2	O		P		CONTAINS SOME CONFIDENTIAL INFORMATION 01-501-319	

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X

APPROVED 9/3/2002

State of Texas
Records Retention Schedule

Page 2

11/5/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
___ RECERTIFICATION
___ REPLACEMENT PAGE
___ ADDENDUM PAGE

103 - INTERNAL AUDIT											
3.1.014	1299	EMPLOYMENT SELECTION NOTES	2		2	O		P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION
3.1.019	1302	PERFORMANCE JOURNALS	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1301	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.2	1464	PAYROLL WARRANT LISTINGS	1		1	O		P			
3.3	130	TRAINING SUPPORT DOCUMENTATION	AC+1	4	AC+5	O		P	X		AC=COMPLETION OF CLASS. 99-501-261
3.4.004	4968	OVERTIME AUTHORIZATION	1	1	2	O		P			COMP TIME SLIPS 01-501-321
3.4.006	545	TIME CARDS AND TIME SHEETS	4		4	O		O			PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	131	TIME OFF/SICK LEAVE REQUESTS	FE+1	2	FE+3*	O		O			PAPER, ELECTRONIC; 99-501-256
4.3.003	707	EXPENDITURE REGISTER	FE+3		FE+3	O		P			
5.3	5300	PROCUREMENT CARD PURCHASES - SUPPORTING DOCUMENTATION	FE+1	3	FE+4	O		P			01-501-320
5.5.001	374	TELECOMMUNICATIONS BILLING DETAIL (OTHER TAN TEX-AN)	FE+3		FE+3	O		P			MAY CONTAIN CONFIDENTIAL INFORMATION.
5.5.006	1034	BILLING DETAIL - TELECOMMUNICATIONS (TEX-AN)	FE+3		FE+3	O		P			MAY CONTAIN CONFIDENTIAL INFORMATION

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
O - Other (Specify in Field 12)

SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

Indicate with an X